

♥ Responsibilities of Class Presidencies

Class presidencies care for each class member (see "Young Women," section 4 of the *Church Handbook of Instructions, Book 2: Priesthood and Auxiliary Leaders* [1998], 218).

Class presidency members plan ways to be a friend to:

- All young women in the class.
- New members.
- Less-active members.
- Young women with special needs.



Class presidency members:

- Plan activities with a member of the YW presidency.
- Plan 3 months in advance for activities, firesides, and combined activities.
- Plan activities around personal progress goals.
- Plan with a purpose, think of less actives and plan activities around their interests.
- Hold class presidency meetings once a month or as needed.
- As assigned, conduct Sunday meetings, activity nights, plan and carry out activities with support from leaders.
- Attend BYC
- Coordinate with YW presidency to call each girl once a week just to visit and say hi.
- If a girl is not there on Sunday or activity night, call to see why.
- Help plan and conduct Sunday Young Women meetings Mutual, and other activities, assigning class members responsibilities.

Every young woman needs three things:

1. Friendship. Genuine friendship helps each young woman feel loved and welcome.
2. A responsibility. Church callings and assignments help young women

grow spiritually and strengthen their commitment to the Lord and His Church.

3. "Nourish[ing] by the good word of God" (Moroni 6:4). Personal study of the scriptures, as well as teaching in family and Church settings, helps young women increase their understanding and strengthen their testimonies of the gospel.

(See "Gospel Teaching and Leadership," section 16 of the *Church Handbook of Instructions, Book 2: Priesthood and Auxiliary Leaders* [1998], 307-8.)*

*Compiled from the Calgary Alberta East Stake YW Leader's Resource Guide and Responsibilities of class presidencies (n.d.). Retrieved July 21, 2007, from <http://www.lds.org/pa/display/0,17884,6936-1,00.html>

♥ Class Presidency Meeting

Who Attends a Class Presidency Meeting?

- All class presidency members
- Young Women leader(s) responsible for the class

Where Are Presidency Meetings Held?

- At the church building before or after Sunday meetings
- At another appropriate place

When Are Presidency Meetings Held?

- Before or after Sunday meetings or at another time
- Presidency meetings:
 - Are held regularly.
 - Begin on time.
 - Are not too long.

Who Conducts the Meeting?

- The class president conducts the meeting. She follows an agenda.



- Everyone participates and works together in unity and love.

Who Should Teach the Leadership Lesson in a Class Presidency Meeting?

- A member of the class presidency or the Young Women leader

How Long Should Leadership Lessons Be?

- Usually these should be short, 2-5 minute lessons.
- Occasionally you will want more time to train your class leaders and may schedule a longer period of time for leadership training.

How Do You Decide Which Leadership Lesson to Give?

- Teach what your class presidency needs. If they are struggling with unity, give a lesson on unity. Do they need work on using an agenda? Give a lesson on using an agenda.
- Be prayerful and the Spirit will help you select the lesson that will meet the needs of your class presidency.*

*Class presidency meeting (n.d.). Retrieved July 21, 2007, from <http://www.lds.org/pa/display/0,17884,6938-1,00.html>

♥ Conducting a Meeting

Well conducted meetings are more efficient and effective.

1. Prepare an agenda. Schedule a room in which to meet and start on time. The secretary helps prepare the agenda and keeps minutes.
2. Contact those who will take part and make sure they know the order of the meeting. Arrange for the opening and closing prayers. Before the meeting begins, invite all to take their places and be reverent.
3. Where appropriate, arrange for appropriate prelude music to be played at least five minutes before the meeting starts. Ensure that the songs are appropriate and that the chorister and accompanist are prepared.
4. Arrive early and make sure everything is ready for the meeting.
5. Know the names of any guests and introduce them to the group. Welcome bishopric members, stake visitors, or other visitors by name and introduce them to your group.
6. When conducting meetings other than class presidency or other small group planning meetings, a brief prayer meeting should be held, whenever possible, for all participants. This is where the last minute details can be checked and a prayer given to invite the Spirit to be with you in the meeting to follow.
7. Plan and practice what will be said in greeting. Remember that the greeting sets the tone for the meeting and is a vital part of the agenda.



*Youth Leadership (n.d.). Retrieved July 30, 2007, from http://www.theideadoor.com/youth_leadership.htm#Presidency_Meeting_Agenda

♥ Using an Agenda

"An agenda is a plan for a meeting. . . . A written agenda helps a leader make sure the most important matters are considered and helps ensure that the meeting time is used wisely. It also helps him direct the meeting in an orderly manner" (*Priesthood and Auxiliary Leaders' Guidebook*, 20).

"Meetings should not be longer than needed" (*Church Handbook of Instructions, Book 2*, 314).

An agenda is a written plan or outline for a meeting. It can include items like those on the following sample:

Young Women Class Meeting Agenda	
Conducting:	
Opening prayer:	
Short leadership lesson:	
Attendance:	
Counsel together about individual young women	
Report on assignments	
Plan:	
Review of scripture or part of a handbook	
Report on assignments	
Discuss counsel from priesthood leaders	
Counsel together about how to bless individual young women	
Give new assignments:	
Closing prayer:	

*Using an agenda (n.d.). Retrieved July 21, 2007, from <http://www.lds.org/pa/display/0,17884,6939-1,00.html>

♥ Duties of a Class Officer

Responsibilities of All Members of the Class Presidency:

Be an example, at all times, of the standards found in the Church For the Strength of Youth Booklet.

Help each class member to feel accepted, and encourage her to live the gospel of Jesus Christ.

Help encourage each girl to achieve her personal and group goals with the Personal Progress Program.

Meet regularly to plan and implement activities that reinforce principles taught in Sunday lessons.

Attend all presidency meetings, Sunday classes and weekly activities.

President:

1. Presides over the class.
2. Works with and supports the YW second counselor and advisor (if assigned).
3. Represent your class at Bishop's youth Committee meetings, YW Committee meetings, YM/YW committee meetings, and all other applicable meetings - if unable to attend, assign a counselor in your place.
4. With the YW second counselor creates an agenda and plans for monthly class presidency meetings.
5. Prepares for, attends, presides over, and conducts class presidency meetings.
6. Contacts class secretary with agenda for class presidency meetings well in advance.
7. Co-responsible with class presidency, YW second counselor and advisor (if assigned) for activities.
8. Is spiritually prepared.
9. Reviews class monthly attendance.
10. Attends YW meetings and activities.
11. Coordinates with class presidency to call each class member once a week.
12. Visits and welcomes new s with YW second counselor.
13. Watch over each girl.
14. Visit, fellowship, and activate all young women in your class.

15. Report on your class to a member of the Bishopric.
16. Delegate responsibilities to your counselors and each class member by giving assignments and having them report back on the assignments they have been given.
17. Work with your class secretary; make sure she is responsible for all assignments pertaining to her calling.

First/Second Counselor:

1. Works with and supports the class president; counsel with the President by contributing suggestions and ideas.
2. Co-responsible with class presidency, YW second counselor and advisor (if assigned) for activities.
3. Is spiritually prepared.
4. Reviews class monthly attendance.
5. Attends class presidency meetings.
6. Attends all YW meetings and activities.
7. Participates in weekly phone calls to class members.
8. Encourage & support the President in her calling by accepting assignments willingly and striving to complete each one.
9. Conduct class meetings as assigned by the President or in her absence.

Secretary:

1. Assists class presidency as needed.
2. Maintains all records accurately.
 3. Help the class president to prepare agendas for class presidency meetings and makes copies for all attendants.
 4. Keeps minutes of class presidency meetings and other meetings assigned:
 - Record the time the meeting starts.
 - Record the names of all that are present.
 - Record highlights of business that is discussed (assignments, future plans, etc.)
 - Record items to be followed-up.

- Record the name of the persons giving the opening and closing prayers.
- Record the time the meeting ended.

Use your minutes at the following Presidency meeting to follow-up on assignments such as

- Were the less actives contacted?
 - Were activity assignments met?
 - Were phone assignments completed? All girls received a call?
5. Is spiritually prepared.
 6. Marks an accurate and complete attendance roll for class meetings.
 7. Pick-up and return the rolls to YW Secretary
 8. Let your class members know that when they attend a YW's meeting in another ward they should report this to you and you will mark that attendance in your class roll.
 9. Attends class presidency meetings.
 10. Attends all YW meetings and activities.
 11. Help the presidency by keeping the following records and using them to:
 - Follow-up on assignments
 - Prepare attendance and activity charts
 - Keeping track of the involvement and leadership opportunities of each girl
 - Keep track of Class goals and their progress
 - Preparing of the agenda for class presidency meetings
 - Keep everyone updated on names, addresses, phone numbers, birth dates, etc.
 12. Support the class president in her calling by accepting assignments willingly and striving to complete each one.*

*Compiled from the Calgary Alberta East Stake YW Leader's Resource Guide and Youth Leadership (n.d.). Retrieved July 30, 2007, from http://www.theideadoor.com/youth_leadership.htm#Presidency_Meeting_Agenda

♥ Leadership Tasks

In your calling as a member of the class presidency, you are expected to fulfill the tasks of a leader. Learning and applying the following tasks, in this and future callings will help things to run smoothly.

Setting goals

"Leaders learn that seeking direction from the Lord prayerfully about what He wants them to do is essential in their callings. Setting goals, with the guidance of the Spirit, will help them do the work the Lord has given them" (*Priesthood and Auxiliary Leaders' Guidebook*, 19).



"You have a responsibility to learn what Heavenly Father wants you to do and then to do your best to follow His will" (*Aaronic Priesthood: Fulfilling Our Duty to God [Deacon]* [2001], 4). "The [Personal Progress] program teaches you to make commitments, carry them out, and report your progress to a parent or leader. These are patterns you will use throughout your life to learn and improve" (*Young Women Personal Progress*, 7).

Set a class presidency goal.

- A Young Women class presidency may set a goal to increase attendance at Mutual. Their plan might be to personally invite young women to commit to attend.
- The class presidency can help the entire class set a class goal.

Set a personal goal.

- "Counsel with your parents, and prayerfully choose goals that will help you cultivate feminine virtues, grow spiritually, and reach your divine potential" (*Young Women Personal Progress*, 1).
- What have you learned from making personal goals?

Planning and Delegation

"Leaders cannot and should not attempt to do everything themselves" (*Church Handbook of Instructions, Book 2, 307*).

"The Savior recognized the potential of others and called them to help in the work of His kingdom (see Matthew 10:1; 3 Nephi 11:18-22). Leaders should help others grow by giving them meaningful assignments and callings" (*Church Handbook of Instructions, Book 2, 307*).

Effective communication and delegation include the following steps:

1. Clearly outline the assignment in your own mind.
2. Prayerfully determine who should be given the assignment.
3. Meet with the other person to explain the assignment.
4. Explain when the assignment needs to be completed.
5. Ensure that the assignment is understood and responsibility for it is accepted.
6. Allow the person to complete the assignment, providing assistance and encouragement as needed.
7. Ask the person to report. Do not expect perfection. Thank the person sincerely.
8. Help redirect efforts if necessary.
9. Evaluate and discuss the value of what has been done.
(See *Church Handbook of Instructions, Book 2, 307*, and *Priesthood and Auxiliary Leaders' Guidebook, 19-20*.)

Conducting Meetings

"Leaders plan and conduct meetings 'as they are led by the Holy Ghost, according to the commandments and revelations of God' (D&C 20:45; see also Moroni 6:9; D&C 46:2)" (*Church Handbook of Instructions, Book 2, 314*).



Consider the following suggestions:

1. Arrive early and make sure everything is ready for the meeting.
2. When possible, make assignments ahead of time.

3. The person conducting announces who will pray, speak, lead the music, and do other things in the meeting.
4. Conduct with reverence as guided by the Spirit. Leaders should teach by example.
5. Use an agenda that outlines events to take place in the meeting.
6. Music:
 - Choose music that will invite the Spirit.
 - See that the chorister and accompanist are prepared.
 - Where appropriate, arrange for prelude music to be played at least five minutes before the meeting starts.
7. Be sure to plan for opening and closing prayers.

(See also *Priesthood and Auxiliary Leaders' Guidebook*, 20-21; *Hymns*, ix-x, 379-86; *The Activity Book* [1977, item no. 31455], 59.)

Participate in and Conduct Effective Councils

"The Lord governs His kingdom by the principle of councils" (*Priesthood and Auxiliary Leaders' Guidebook*, 21).



"All councils in the Church should encourage free and open discussion by conferring with one another and striving to have clear, concise communication. Councils should discuss objectives and concerns, with mutual understanding being the ultimate goal. . . . [Participants have the responsibility] to be prepared [and] to share" (M. Russell Ballard, "Strength in Counsel," *Ensign*, Nov. 1993, 76, 78).

"Successful communication requires listening attentively to others as the Savior did. Listening with full and sincere attention also helps convey a leader's love and concern" (*Church Handbook of Instructions, Book 2*, 307).

Purposes of the bishopric youth committee:

- Identify needs and interests of individual youth in the ward. Plan how to meet those needs.
- Determine how to encourage individual youth to participate in Church meetings and activities, including seminary.

- Plan and report on fellowshiping efforts.
- Schedule and plan youth activities that are consistent with the needs that have been identified.
- Evaluate past activities to see if youth relationships were strengthened and if the intended purposes were fulfilled.
(See *Church Handbook of Instructions, Book 2*, 318-19.)

Keep Confidences

"Focus on individuals and how to strengthen them in the gospel, remembering to always keep confidential information safely guarded. . . . A leader who is careless about keeping confidential matters strictly confidential can weaken the testimonies and faith of those he or she serves and diminish their trust and confidence in him or her"

(*Priesthood and Auxiliary Leaders' Guidebook*, 21).



You show respect and friendship to class members by keeping confidences. "To have good friends, be a good friend yourself" (*For the Strength of Youth*, 12).

Problem Solving

Sons and daughters of God can make wise decisions and solve problems. One of the promises of living the standards is that we will receive the help we need to meet trials and challenges.

Follow a pattern of regular scripture study and prayer to receive help in making decisions and solving problems (see 1 Nephi 15:8, 2 Nephi 32:3; Alma 34:19-27).

Possible learning activity:

In Ether chapters 2 and 3, we read that the Savior Himself taught the brother of Jared, a prophet of God, how to receive help with problems.

Read Ether 2:19.

- What problems did the brother of Jared take to the Lord?

What did the Lord ask the brother of Jared to do?

- Ether 2:16 (go to work and build; be obedient).
- Ether 2:23 (take a plan to the Lord).
- Ether 3:4 (have faith that the Lord desires to help you).

Consider the following:

- Identify a class problem. Use these steps to prepare a plan to take to the Lord.
- Testify of the Lord's help in receiving direction to solve problems.*



*Youth Leadership Training Resources (n.d.). Retrieved July 21, 2007, from <http://www.lds.org/pa/display/0,17884,6942-1,00.html>

♥ Character Traits of a Leader

Jesus Christ was a perfect example of a leader. Work on developing and applying the leadership qualities of the Savior.

Faith

"During His mortal ministry, the Savior admonished His disciples to exercise faith (see Matthew 17:14-21; Luke 8:22-25). Leaders in the Church must have faith that Jesus Christ is our Savior and Redeemer. They develop this faith through prayer, scripture study, obedience, and repentance. As we nourish the seed of faith, it will grow within us and bear fruit that is most precious and sweet (see Alma 32:42)" (*Priesthood and Auxiliary Leaders' Guidebook*, 17-18).



"Faith is much more than passive belief. You express your faith through action—by the way you live. . . . Your faith can lead you to do good works, obey the commandments, and repent of your sins (see James 2:18; 1 Nephi 3:7; Alma 34:17). Your faith can help you overcome temptation. Alma counseled his son Helaman, 'Teach them to withstand every temptation of the devil, with their faith on the Lord Jesus Christ' (Alma 37:33)" (*True to the Faith: A Gospel Reference* [2004], 54-55).

Love

"Leaders should love the people for whom the Lord has given them responsibility. As leaders love the people, they will want to serve them, teach them, and help them work for their salvation.

"In the world, people seldom think of leaders as servants. But the Savior taught by His words and example that leaders should serve the people they lead. He told the Twelve, 'Whosoever will be chief among you, let him be your servant' (Matthew 20:27). When we serve others, we are serving the Lord

(see Matthew 25:31-40; Mosiah 2:17)" (*Priesthood and Auxiliary Leaders' Guidebook*, 18).

Obedience

"Jesus Christ set the perfect example of obedience and submission to Heavenly Father's will (see Matthew 26:39; John 5:30). Leaders need to obey the Lord's commandments so they can set an example for others and be worthy to receive guidance from the Holy Ghost. Obedience shows love for the Lord (see John 14:15).

"The Lord's commandments are revealed in the scriptures, through Church leaders, and through the promptings of the Holy Spirit. As leaders obey these commandments, the Lord will help them fulfill their callings" (*Priesthood and Auxiliary Leaders' Guidebook*, 18).

Unity

"In His great intercessory prayer, the Savior prayed that those who believe in Him might be one, even as He and His Father are one (see John 17:20-23). Unity is essential for success in every organization of the Church. Priesthood and auxiliary presidents should not work independently of their counselors. Presidencies can accomplish much more when they are unified and counsel together" (*Priesthood and Auxiliary Leaders' Guidebook*, 18).



A presidency will be more united if they understand and agree upon their responsibilities. Review the responsibilities as outlined in the *Church Handbook of Instructions, Book 2*, pages 218 and 219, "Responsibilities of Class Officers."

Questions to consider:

- How can differences of opinion be helpful?
- How will you, as a presidency, resolve differences?

- After a decision is reached, what is the responsibility of each member of the presidency?

Sacrifice

"To sacrifice is to give up something we value for the sake of something of greater worth. As Latter-day Saints, we have the opportunity to sacrifice worldly things for the Lord and His kingdom. Members of The Church of Jesus Christ of Latter-day Saints should be willing to make any sacrifice required by the Lord. If we were not required to make sacrifices, we would never be able to develop the faith necessary for eternal salvation" (*True to the Faith*, 149).

"Leaders may be called on to sacrifice their possessions, or they may be asked to sacrifice their time, talents, and personal pursuits to further the Lord's work. As leaders sacrifice for the Lord and His kingdom, He promises to bless them in all things (see Matthew 19:29; D&C 97:8-9)" (*Priesthood and Auxiliary Leaders' Guidebook*, 19).



Care for Each Class Member

"Class officers care for each class member. They help her feel needed and loved. They pray for her, spend time with her, and become genuine friends. . . . Class officers have a special responsibility to friendship new class members, less-active members, and members who have disabilities or other special needs" (*Church Handbook of Instructions, Book 2*, 218-19).

"Efforts to minister . . . should be guided by an understanding that each member needs three things:

1. *Friendship.* Genuine friendship helps members feel loved and welcome.
2. *Church responsibilities.* Fulfilling the responsibilities of Church callings and assignments helps members grow



spiritually and strengthen their commitment to the Lord and His Church.

3. *'Nourish[ing] by the good word of God' (Moroni 6:4). Personal study of the scriptures, as well as teaching in family and Church settings, helps members increase their understanding and strengthen their testimonies of the gospel" (Church Handbook of Instructions, Book 2, 308).*

Ideas for class presidencies:

- Ask the secretary to write down the names of any less-active members. As a group, try to determine why they don't participate with the class.
- Decide on two specific things that might be done for each less-active member to show they really care about her.*

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♥ Mutual Planning Worksheet

The following is an example of a worksheet that can be used to help plan Mutual:

Mutual Planning Worksheet
Date this Mutual night will be held:
Opening Exercises
Presiding:
Conducting:
Opening hymn:
Opening prayer:
Music (musical numbers, new song practice):
Talk(s):
Class activity
Practice or social activity (optional)

*The guidebook for parents and leaders of youth. (2001). Intellectual Reserve Inc., United States of America.